

17 October 1961

MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT : Trip to Ft. Belvoir

1. DTR and SC/TR have approved a trip of the OTR Education Committee to Ft. Belvoir. The purpose of this trip will be to visit Dr. Ralph S. Acker, Chief of the Instructional Methods Branch, Training Division, U S Army Engineer School, Ft. Belvoir, Virginia, and discuss with him in general the Army's training concepts and training aids, methods and techniques of instruction with particular emphasis on large and small group instruction and language training techniques. We will also visit some of their various types of training classrooms and go through their extensive training aids set-up.

2. The trip will be conducted on 14 November 1961. We will assemble at R&S building at 0850 and anticipate return about 1600 hours. We will have lunch (about \$1.25) at Ft. Belvoir. It has been determined that it will be most practical to travel by private conveyance. The drivers will collect 10 cents per mile for the round trip. It is expected that about five or six cars and drivers will be needed, each car taking about four or five passengers.

3. DTR has also given approval for each OTR Education Committee member to invite one additional member from his own School or Staff to accompany him on this trip. If you feel that your School or Staff Chief would be interested in such an invitation and trip, please feel free to invite him as your additional member.

4. It is requested that you inform me (8017) as soon as possible and not later than 25 October 1961 the following information:

- a. Do you personally anticipate going on this trip?
- b. Will you be able to drive your car and how many passengers can you take?
- c. Who will be the additional member from your School or Staff?



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Educational Specialist

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